



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 09-40

10 September 2009

ANNUAL LEAVE FORFEITURE AND RESTORATION

EXPIRES: 30 January 2010

1. This TAAI is a reminder that all annual leave balances exceeding a maximum of 240 hours must be used prior to the end of the Leave Year ending 2 January 2010. In accordance with California National Guard Full-time Personnel Regulation 630, a maximum of 240 hours of annual leave may be carried over to a new leave year.
2. In situations where annual leave was forfeited because of sickness, administrative error, or public exigencies, the annual leave may be restored, in accordance with Public Law 93-181. If annual leave was forfeited because the technician could not be excused from duty and no reasonable alternative to cancelling the scheduled leave was available, a request for restoration may be submitted to the Directorate for Human Resources. This request must include the following:
 - a. Written verification that leave was scheduled prior to 13 November 2009.
 - b. Reason(s) for cancelling approved leave.
 - c. The exact number of hours requested to be restored the first pay period of the new leave year.
3. All requests for annual leave restoration must be submitted no earlier than 3 January 2010 and no later than 30 January 2010.
4. All restored annual leave must be used within two years of restoration.
5. If you have any questions or need assistance, please contact MSgt April Mosher, Human Resources Specialist, at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at april.mosher@us.army.mil.


STUART D. EWING
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Human Resources Officer

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